



CALL TO ORDER & ATTENDANCE

Chair Pete Woll called the July 26, 2021 Business meeting to order at 7:02 P.M. in the conference room.

Board members present: Pete Woll, Chair; John Ellis; Vice Chair; Lech Naumovich, Secretary/Treasurer; Donna Pridmore, Supervisor; Scott Rumsey, Supervisor; Verdell Jackson, Supervisor; being a quorum of the Board.

Also, in attendance were Hailey Graf, Samantha Tappenbeck, FCD Staff; Fiona Handler, BSWC Member; Kody Coxen, Associate Supervisor; Gordon Ash, Associate Supervisor; Mike Koopal, Whitefish Lake Institute; Lark Olson, College Scholarship recipient; Clarissa Erb, College Scholarship recipient;

CONSENT AGENDA

Consent Agenda Item 1: Signature Authority

- Authorization for Hailey Graf to sign on behalf of Supervisors attending the meeting virtually.

Consent Agenda Item 2: Phone Poll

- 7/14/2021 Phone Poll – Water Policy Interim Committee dinner

Consent Agenda Item 3: Minutes

- July 19, 2021, Budget Meeting Minutes

Consent Agenda Item 5: Correspondence

- Resolution Letter from MT Secretary of State

Donna Pridmore motioned “to approve the consent agenda without the financial agenda item.” Scott Rumsey seconded. Motion carried unanimously.

PUBLIC COMMENT

No one was present to comment on items not listed on the agenda.

NEW BUSINESS

Financial

The following bills listed on Check Detail 7/16/2021 – 7/21/2021 were reviewed:

1. VISA – Hailey Graf \$4,215.39
2. VISA – Samantha Tappenbeck \$1,060.54
3. Byte Savvy \$105.00
4. CenturyLink \$324.78
5. Daily Interlake \$10.00
6. Montana Cad \$910.00
7. USGS \$1,810.00
8. Anders Business Solutions \$105.00
9. Safeguard Business Systems \$342.24

John Ellis noted that the credit cards have become more frequently used and wanted to discuss the procedures for district credit cards as it relates to our statements. He noted that in the past, a request was brought to the board and the board would approve or not approve the request. With the current system of putting the check detail on the consent agenda, he asked if someone from the board is reviewing these charges with staff. Lech Naumovich explained that Ginger Kauffman itemizes each credit card charge in detail. Each month when the credit card statements are reconciled he reviews what each charge is for and if it seems unusual or needs additional attention.

John Ellis motioned “to approve the check detail from 7/16/21 through 7/21/21.” Lech Naumovich seconded. Motion carried unanimously.

End of Month Budget Report (June 2021): Donna Pridmore and Ginger Kauffman reconciled the June bank statements on July 12th, and revenue and VISA statements on 6/21/21. Donna explained that she reviewed and reconciled the accounts, checked off every line item on the Visas, and everything zeroed out. Donna noted that Ginger is meticulous and detail oriented. Pete Woll explained that bank statements are date stamped when received, but not opened until a supervisor is present to open.

Donna Pridmore motioned “to approve the end of the month budget for June 2021”. Verdell Jackson seconded. Motion carried unanimously.

Krause Creek Request for Qualifications (RFQ): Hailey Graf explained that two responses to the RFQ were received by the deadline of July 16th from: (1) River Design Group, and (2) a joint response from Watershed Consulting and Great West Engineering, and added that both responses were excellent, highly qualified, and had few downsides. Pete Woll noted that the amount proposed by both are close. Previous work done (eight beaver dam analog structures) on the property were completed by Watershed Consulting in a project paid for by the landowner. River Design Group has more qualifications, and more person-hours included in the proposal. Watershed Consulting is comprised of restoration ecologists, River Design Group is comprised of hydrogeologists and engineers. RDG has offered to have all staff available for construction oversight as match. Lech Naumovich noted that there is a great opportunity for professional development if RDG is chosen because of the indication in

their response that match would be included during project construction. Hailey noted that Watershed Consulting seems more familiar with the permitting process. River Design Group is very familiar with the RRGL program because the district is working with them on the Trumbull Creek project. Donna Pridmore noted she is concerned with how little time/travel was included in the Watershed Consulting response.

Scott Rumsey motioned “to select River Design Group for the Krause Creek Restoration Project”. Lech Naumovich seconded. Motion carried unanimously.

Whitefish Lake Institute (WLI) Aquatic Invasive Species (AIS) Funding Request:

Hailey Graf stated that the AIS funding request and discussion was tabled last month until the budget was approved. Mike Koopal explained that the AIS Funding Request is for the decontamination station at Whitefish Lake. WLI felt an increased need for more rigorous inspections on Whitefish Lake. He explained that multiple partners are involved with this community-sponsored project and that past funding from the district has really helped. Mike will send the annual report. He further explained that at first it involved MOA’s with City of Whitefish, FWP, and other partners are involved. The City of Whitefish has taken over all of the staffing. WLI goes to the city every year with a request for the decontamination station, early detection/prevention, monitoring/eradication of Eurasian water milfoil in Beaver Lake. Flathead CD (FCD) provides half for the decontamination station and WLI provides the other half for the annual operation (~\$20K) budget. Mike noted that in 2021, the number of mussel-fouled boat detections has already surpassed and out-paced previous years. WLI values the contribution and partnership from FCD, and has installed a bronze plaque commemorating the partnership. Mike noted that this is a local program with state-wide implications, and that they routinely receive calls from FWP notifying them that boats have come through state-operated stations and will need to be decontaminated.

Lech Naumovich motioned “to approve WLI AIS funding request for \$10,000.” John Ellis seconded. Motion carried unanimously.

Mike Koopal stated that WLI receives phone calls every year with people expressing concern about elevation levels in Whitefish Lake related to recreation. Mike has several old reports (dating back to 1969) – Flathead County, City of Whitefish, and FCD put in a request for feasibility analysis for raising lake level, followed up by a more formal report in 1977, but nothing came of it at that time. Flathead Basin Commission is working on septic leachate and storm water, and Mike would like to present on the work to date at a future board meeting.

310 Administrative Grant #CDA-21-2032 Final Report: Hailey Graf explained that Ginger Kauffman itemized all of the expenses that are reimbursable from DNRC and is awaiting DNRC approval of the final report.

John Ellis motioned “to approve the 310-Administrative Grant #CDA-21-2032 final report.” Verdell Jackson seconded. Motion carried unanimously.

REPORTS

Flathead CD Staff: Hailey Graf, Samantha Tappenbeck, Ginger Kauffman and Fiona Handler reported:

Office and Administration

310 –Ginger processed five new 310-Permit Applications, and five Complaints. She is currently working 7/12/2021 meeting minutes, 310-permits and letters. Hailey attended onsite inspections and coordinated with landowners to provide the virtual meeting attendance information. Hailey also coordinated a meeting between Supervisors and Caitlin Overland regarding legal advice on repeat complaints.

Bookkeeping – Donna Pridmore and Ginger reconciled June bank statements on July 12th and revenue/VISA statements on 6/21/21. Ginger compiled the July Financial documents. Ginger processed payroll and associated reports and payment on July 7th; the next payroll is July 21. Federal & state tax reports and payments for July will be processed with the July 21 payroll. Ginger submitted the GIS Audit to County Finance, which informed the County preliminary budget sheets. The preliminary budget sheets were received, processed and are due back to County Finance by July 23 after Chair, Pete Woll signs them. She continues to process daily bookkeeping items such as payroll, invoices, credit card receipts, deposits, grant billing/vendor invoices, program payments, etc.

Training – Samantha attended the NRCS forest habitat-type training on July 20th.

District Office –Weekly staff meetings were held each Monday at 2 PM.

A budget meeting to approve the preliminary budget and send it to the county was held on July 19. Ginger goes through the following steps to prepare for the preliminary budget meeting and complete the budget process:

March -Ginger begins working to set up and update budget worksheets and enters the previous year budget figures.

April/May -The Flathead County GIS office creates a GIS audit that includes new and inactive assessor numbers. Flathead County Finance (FCF) office receives the GIS audit and forwards it to the conservation district. Ginger reviews the GIS Audit, which can take hours to weeks depending on the size of the audit and takes it to the Board for their approval and signature. Ginger then sends the GIS Audit back to FCF, and they in turn send the information to the Department of Revenue (DOR).

May/June – The FCF office receives information from DOR, prepares preliminary budget sheets and sends them to the conservation district. July – Ginger uses Payroll Summaries, Profit & Loss sheets, and other information to begin populating expenses to date. She contacts the insurance company regarding any possible increases that would affect the budget, researching other possible increases, and uses information from the accounting system and past year files. Ginger works with Supervisors and Staff to discuss and populate the estimated expenditure. Projects and programs previously approved by the Board or outlined in the Annual Work Plan are/may be added to expense lines. Ginger works with the Secretary/Treasurer or another Supervisor to reconcile bank statements, revenue funds, Capitol Improvement funds and credit card statements ending June 30th and populates the Income section of the budget worksheets. The preliminary budget meeting is then scheduled with the Board and Staff approximately 4-

5 days prior to when the county budget sheets are due. During the preliminary budget meeting Ginger and the Staff work together to review and update budget income and expense worksheets with the Board. The Board must approve the preliminary budget. After the meeting Ginger makes sure all budget numbers add up correctly, populates the preliminary County budget sheets, which are signed by a Board Officer, and submits them to the FCF office by the deadline. Ginger updates the chart of accounts, enters the preliminary the budget, and updates reports in the accounting system.

August - The DOR sends *Certified Taxable Valuation Information* forms to the FCF office, and they use it to calculate levies and complete the *Determination of Tax Revenue & Mill Levy Limitations* form. The FCF office sends these forms and final budgets sheets to the district. Ginger updates figures in the budget worksheets and takes the final budget information to the Board for review and any changes. Upon Board approval, a Board officer must sign and date the budget sheets. Ginger returns the signed final county budget sheets to the FCF office and updates any adjusted budget figures in the accounting system.

Hailey met with Pete Woll and John Ellis on July 21 to review the Business Meeting agenda and provide them with project and office management updates.

Following direction from the board, Hailey arranged to interview three candidates for the Administrative Assistant position. Interviews were held on July 13. The interview panel included Pete, Donna, Hailey, Ginger, and Samantha. The interview panel hopes to make a unified recommendation for hire at the July Business Meeting. If approved, an offer of hire will be made to the selected candidate and they will, hopefully, start work by the end of August.

The Flathead Conservation District hosted a small gathering to celebrate the retirement of a long-standing board member, Ronald Buentemeier. With direction from Pete and John, Hailey planned the celebration and arranged for lunch for attendees. The celebration took place on July 19th in the Demonstration Garden.

On-the-Ground Projects

Cow Creek Restoration Project – A project workday was held at the end of June. Fish Wildlife and Parks employees and Whitefish Lake Institute staff assisted FCD staff with project maintenance. This work included small repairs to fencing, hand pulling weeds, and fixing browse protectors and weed matting. Hailey and Ginger also continued working on the Final Report documents for DEQ, including the final vendor invoices, match statements, and deliverable summaries.

Trumbull Creek – Hailey coordinated a site visit on July 8th for FCD Supervisors and DNRC grant managers, Jorri Dyer and Jason Garber. The intent of the site visit was to familiarize everyone with the project goals and confirm applicability of the environmental assessment completed by DRNC. Hailey and Ginger also completed the billing statement, match tracking, vendor invoicing, and reporting for the quarterly report.

Krause Creek Restoration Project – The Request for Qualifications (RFQ) for design services and construction oversight was open through July 16th. Hailey contacted seven potential contractors directly prior the deadline and hosted on site visit to the project for

an interested contractor. Following the close of the RFQ deadline, Hailey compiled the responses (2) for review by the Krause Creek committee (Donna, Scott, and Pete). She also provided a ranking criteria sheet to the committee to help with decision making. The committee plans to make a recommendation for selection during the July FCD Business Meeting. Contract negotiations will take place immediately after that.

Demonstration Garden – Hailey worked with Montana CAD to have woodchips delivered on July 12th. Samantha, Hailey, and Fiona hosted a volunteer workday in the demonstration garden on July 13th. John Ellis and several Big Sky Watershed Corps members attended the workday and helped to pull weeds in the rain garden area, spread woodchips in the education center, add browse protection to the deciduous trees and shrubs, and plant new plants throughout the garden. Hailey, Samantha, and Fiona continued to do maintenance in the demonstration garden including hand pulling weeds, weed whacking, weed spraying, mulching, and mowing demonstration garden this year include using a brassica mix in the cover crop demonstration area and installing solarization to reduce the bulbous bluegrass.

Study of Erosion on the Flathead River – The interim study bill was assigned to the Water Policy Interim Committee (WPIC) for action. Hailey and Donna attended the first WPIC meeting in Helena on July 14-15 and provided testimony to the Committee in support of the study. Prior to the meeting, Hailey coordinated with MACD staff and board members to prepare testimony. Hailey also coordinated with landowners to compile photos of erosion and statements from the landowners to the committee members. As a result, the WPIC adopted the interim study into their workplan as approximately 1/3 of their overall workload.

Programs

Conservation Grant Program – Samantha worked with Ginger to prepare reimbursement payments for FY20/21 completed projects. Samantha finalized contracts and updated program files for FY21/22 contracts.

Education Grant Program – Samantha worked with Ginger to prepare reimbursement payments for FY20/21 completed projects and updated program files.

Pollinator Initiative – 100% of the 2021 pollinator seed has been allocated or delivered to 27 participants for sowing in spring and fall of 2021. FCD staff worked on event planning and coordination for the Pollinators in the Park event. Fiona prepared seed packets using leftover 2020 seed to distribute as promotional items at the Pollinators in the Park event.

Rain Garden Initiative – FCD purchased gardening tools and gutter downspout extension kits as landowner incentives and promotional items for the program.

Septic Maintenance Reimbursement Program – This program is administered and managed by a BSWC Member with MACD but advertised at the local level through Flathead CD and Lake County CD. FCD received and directed several calls about the program and participated in the monthly check-in meeting.

Education and Outreach

Workshops and Events

- Demonstration Garden Volunteer Workday – Volunteers from BSWC, Flathead Lake Biological Station, and Lake County CD joined FCD staff & supervisors on **July 13th** for a maintenance workday
- Retirement Celebration – FCD hosted a lunch on **July 19th** to celebrate Ronald Buentemeier for 27 years of service on the FCD board

Upcoming:

- Pollinators in the Park – FCD and Kalispell Parks & Rec are co-sponsoring a free community event in Woodland Park on **July 30th** to show “The Pollinators” film. Fiona and Samantha worked on planning, logistics, and advertisement for the event. Fiona reached out to sponsors who are donating prizes for a raffle on the day of the event.
- Flathead Waters Cleanup – FCD and the Flathead Basin Commission are co-sponsoring a waterways cleanup volunteer event on **August 14th**. Fiona, Hailey, and Samantha met with partners to work on planning, logistics, and advertisement for the event. Fiona reached out to sponsors who are donating prizes for the day of the event.
- 2021 NW Montana Fair – **August 18th-22nd**; FCD will be sharing booth space in the Search & Rescue building with the Flathead National Forest and Glacier National Park. USFS-FNF and GNP will highlight the theme of “Leave No Trace”. To compliment this message while focusing on the mission and services provided by Flathead CD, we will highlight “Natural Resource Stewardship” and “Responsible River Recreation”.
- Center for Native Plants Native Roots speaker series: All About Rain Gardens – Fiona will co-host a rain gardens workshop with Flathead Basin Commission staff on **August 19th**
- FCD Open House – On **September 9th** FCD will host an open house event to invite the public to celebrate 75 years of FCD, and to learn about programs, resources, and our work in Flathead County

Advertisements – FCD ran advertisements for the Pollinators in the Park event on July 15th and July 29th in the Flathead Beacon. Fiona hung 50 posters at various business to advertise the Pollinators in the Park event. We also boosted advertisements for the Pollinators in the Park event on social media to reach a larger audience.

Website – Over the past 30 days, the website was viewed 2,523 times, with 80% new (vs. returning) visitors. Viewers of the website were most frequently referred from Facebook. The most viewed posts/pages beyond the FCD homepage were blog posts about the life history of larch trees and free family fishing ponds, and the Septic Maintenance Reimbursement Program.

Social Media – Over the past 30 days, we posted information about past and upcoming events hosted by FCD, local agricultural research, visitation in Glacier NP, the eNewsletter, and the FCD pollinator garden. The FCD Facebook page gained 8 new followers, posts reached 4,283 people, and there were 684 post engagements. The FCD

Instagram page gained 14 new followers, and posts reached 1,054 accounts over the past 30 days.

eNewsletter – The Local Dirt was distributed on 7/7/2021 to 680 people directly and posted on Facebook. The July issue included information about upcoming events, available programs, a blog post, and 310 permit information. It was opened 715 times by 407 people and clicked 37 times. The most-clicked links were to the FCD events calendar, Center for Native Plants speaker series, and info about 310 Permits.

Partnerships

- Hailey, Fiona, and Samantha met with City of Kalispell and Flathead Basin Commission partners on July 7th to plan the Flathead Waters Cleanup Event
- Samantha met with USFS-Flathead National Forest and Glacier National Park for a planning meeting for the 2021 NW MT Fair
- Samantha attended a field trip to the Northwestern Agricultural Research Center in Creston on July 15th
- Samantha will attend the Nutrient Work Group meetings on the 4th Wednesday of every month (beginning July 28th) as a representative for Conservation Districts west of the continental divide; the Nutrient Work Group will make recommendations to the Department of Environmental Quality on the switch from numeric to narrative standards

Natural Resources & Conservation Service (NRCS): No report.

Montana Association of Conservation Districts (MACD): The July monthly report from Rebecca Boslough, MACD Director, was included in the meeting packets.

Flathead County Planning Board (FCPB): Verdell Jackson reported one subdivision was reviewed.

Whitefish City Planning Board (WCPB): John Ellis reported the WCPB discussed a sidewalk behind the Don K property and the 93 South plan.

Haskill Basin Watershed Council (HBWC): No report.

Flathead Basin Commission (FBC): Lech Naumovich reported the executive budget has been approved, and they are working on website design. The next meeting will be held September 8th in Polson.

MATTERS OF THE BOARD/STAFF

Personnel Policy Review: John Ellis stated he had reviewed the personnel policy, noted that there are a few redundancies in the policy, and that there are some sections that he would strike completely. John suggested the board form a committee. Verdell Jackson and Donna Pridmore volunteered; John will chair. John asked that Hailey Graf also be on the committee. A committee meeting was scheduled for August 9, 2021 at 11:00 A.M.

Personnel:

Hiring for Administrative Assistant Position: Hailey Graf reported that three interviews were conducted and each candidate interviewed strong in individual ways. She presented information about each candidate and recommended the board offer the position to Virginia Rigdon.

John Ellis motioned “that we give an offer of employment to Virginia Rigdon”. Verdell Jackson seconded. Motion carried unanimously.

Personnel Salaries

Pete Woll closed the meeting at 9:14 P.M. and re-opened the meeting at 9:18 P.M.

John Ellis motioned “to increase the pay for Ginger Kauffman from Grade 8 step 7 to Grade 8 step 9 effective beginning of next pay period.” Lech Naumovich seconded. Motion carried unanimously.

The next meeting is scheduled for Monday, August 9, 2021, 7:00 P.M. via ZOOM.

Adjournment: Lech Naumovich motioned “to adjourn.” John Ellis seconded. Motion carried unanimously. As there was no further business, the meeting was adjourned at 9:20 P.M.

Submitted By:

Samantha Tappenbeck
Conservation Program
Manager

Hailey Graf
Resource
Conservationist

Ginger Kauffman
Administrator

Minutes approved by FCD Board motion made on:

<u>8/23/2021</u>	<u>John Ellis</u>	<u>Vice-Chair</u>
(Date)	(Signature)	(Title – Chair etc.)